

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama**

March 11, 2005



Vacancy Announcement # 05-01

SPECIALTY CLERK

Position Title: **Specialty Clerk** for the U. S. Probation Office, Mobile, Alabama. Applications will be accepted until March 25, 2005, or until filled. MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

Duties: The Specialty Clerk will perform duties and responsibilities such as:

- Develop and maintain an understanding of, and commitment to the Probation Office purposes, policies, function, and procedures.
- Assist probation officers and clerks in performing investigations and preparing reports, letters, and collaterals. Visit law enforcement agencies, police departments, and local agencies to receive and record information for both presentence investigation reports and collateral investigations.
- Collect and conduct urine screens on offenders of the same gender and maintain appropriate records.
- Complete investigative reports and other correspondence as required.
- Courthouse runner, which involves routine and "as-needed" trips to the Courthouse and Post Office to pick up and deliver court files, documents, mail, etc.
- Perform back-up duties of an office receptionist, including answering a multi-line telephone, two-way radio system, taking messages, referring calls to the appropriate employee, and receiving incoming visitors.
- Operate a variety of copying, mailing and records equipment.
- Perform other related duties as required.

Requirements: To qualify for the position, the candidate must be 21 years of age or older, a high school graduate, and must be a U. S. Citizen. Preference will be given for legal experience, college attendance, or college degree.

Personal Qualifications: The candidate selected must be trustworthy, reliable and self-motivated; must have good communication skills; must maintain confidentiality and work harmoniously with others; must NOT have any criminal history; and must NOT use illegal drugs or abuse alcohol. Applicants will be screened for these requirements and qualifications, and the best qualified applicants may be invited for a personal interview. **Applicants invited for a personal interview will be subject to a criminal records check, credit report, and drug screening. The candidate selected for the position will undergo a full background investigation.**

Salary: The annual starting salary will be \$22,046 (CL 22-1). This position is subject to mandatory electronic funds transfer participation for payroll deposits.

Position Term: This is a full-time, non civil service position, which will be reviewed on an annual basis and will be contingent upon availability of federal funding. Judiciary employees are entitled to the same benefits as other federal employees but are considered "at will" employees.

How to apply: Submit a cover letter, Standard Form 171 application form, and resume to:

U. S. Probation Office, ATTN: Personnel, Post Office Box 2985, Mobile, AL 36652

Only those applicants considered for interview will receive further notification in writing.

To obtain a Standard Form 171 visit our web page at: <http://www.als.uscourts.gov>

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.